

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 70-9

LI 70-9
RECORDS AND CORRESPONDENCE
Revised 26 June 1974

SUBJECT: Authority to Sign Correspondence

1. GENERAL

- a. The purpose of this instruction is to establish authority for signing official correspondence prepared within the Office of Logistics (OL).
- b. The following general rules for signing of correspondence apply in this Agency: (See Correspondence Style and Procedures Guide, paragraph 28, dated April 1972)
 - (1) Correspondence addressed horizontally shall be signed by an official at the same level as that of the addressee, or by a person to whom authority has been delegated.
 - (2) Correspondence directed upward shall be signed by, or directed through, the chief of the element immediately below that of the official to whom addressed.
 - (3) Correspondence directed downward shall be signed by, or directed through, the chief of the element immediately above that of the official to whom addressed.

2. DEFINITION

The term "correspondence" as used herein includes all official OL memoranda, letters, dispatches, cables, and replies thereto.

3. AUTHORITY

In the performance of the mission and functions of OL, as contained in [REDACTED] the Director of Logistics (D/L) is authorized to sign all official correspondence in connection therewith. This authority is delegated as indicated below: 25X1A

- a. The Deputy Director of Logistics (DD/L) and the Executive Officer, OL (EO/OL), may sign correspondence prepared for signature by the

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D/L, at their discretion. In the absence of the D/L, correspondence normally prepared for his signature will be prepared for the signature of the DD/L as Acting Director of Logistics (A-D/L); and, in the absence of both the D/L and the DD/L, correspondence will be prepared for the signature of the EO/OL as A-D/L. Specific instructions on signature line will be furnished staff and division chiefs covering absences of the D/L and DD/L.

- b. Division and staff chiefs may sign correspondence within assigned responsibilities "FOR THE DIRECTOR OF LOGISTICS" as indicated below:
 - (1) Correspondence addressed to the heads of other Agency components, services of the Department of Defense, and other Government agencies relating to routine operational or administrative matters which do not involve deviations from established policy or procedures.
 - (2) Letter orders or obligations addressed to services of the Department of Defense or other Government agencies in accordance with existing delegations of authority.
- c. Division and staff chiefs may sign correspondence within assigned responsibilities as indicated below:
 - (1) Contracts or other documents within existing delegation of authority.
 - (2) Correspondence addressed to the division level within OL or corresponding or lower level within other Agency components.
 - (3) Routine operational or administrative correspondence addressed to the divisions or lower level within the services of the Department of Defense or other Government agencies.

STATINTL


MICHAEL J. MALANICK
Director of Logistics

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CORRESPONDENCE
Revised 16 March 1965

SUBJECT : Authority to Sign Correspondence

RESCISSION: ~~LI 1-200-2 dated 18 November 1958, subject: Signing Authority~~
70-9 at 11, Mar 65

1. GENERAL

a. The purpose of this instruction is to establish authority for signing official correspondence prepared within the Office of Logistics *(OL)*.

25X1A b. The following general rules for signing of correspondence apply in this Agency: *(See Agency Correspondence Manual [redacted] paragraph 28) add Apr 1962*
See CORRESPONDENCE STYLE & PROCEDURES GUIDE

- (1) Correspondence addressed horizontally shall be signed by an official at the same level as that of the addressee, or by a person to whom authority has been delegated.
- (2) Correspondence directed upward shall be signed by, or directed through the chief of the element immediately below that of the official to whom addressed.
- (3) Correspondence directed downward shall be signed by, or directed through the chief of the element immediately above that of the official to whom addressed.

2. DEFINITION

The term "correspondence" as used herein includes all official *OL* Office of Logistics memoranda, letters, dispatches, cables, and replies thereto.

3. AUTHORITY

STATINTL

In the performance of the mission and functions of the Office of Logistics, as contained in *(OL)* [redacted] the Director of Logistics is authorized to sign all official correspondence in connection therewith. This authority is delegated as indicated below:

- at London (10/6)* *OL (EO/OL)*
- a. The Deputy Director and the Executive Officer, may sign correspondence prepared for the signature of the Director of Logistics, at their discretion. In the absence of the Director of Logistics, correspondence normally prepared for his signature will be prepared for the signature

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of the ~~Deputy Director~~ as Acting Director of Logistics, and, in the absence of both the ~~Director~~ and the Deputy Director, correspondence will be prepared for the signature of the Executive Officer as Acting Director of Logistics. Specific instructions on signature line will be furnished staff and division chiefs covering absences of the ~~Director and Deputy Director of Logistics~~.
(A.O/L)
A.O/L

- OL*
DD/L
- b. Division and staff chiefs may sign correspondence within assigned responsibilities "FOR THE DIRECTOR OF LOGISTICS" as indicated below:
- (1) Correspondence addressed to the heads of other Agency components, services of the Department of Defense, and other Government agencies relating to routine operational or administrative matters which do not involve deviations from established policy or procedures.
 - (2) Letter orders or obligations addressed to services of the Department of Defense or other Government agencies in accordance with existing delegations of authority.
- c. Division and staff chiefs may sign correspondence within assigned responsibilities as indicated below:
- (1) Contracts or other documents within existing delegation of authority.
 - (2) Correspondence addressed to the division level within the ~~Office of Logistics~~ or corresponding or lower level within other Agency components. *OL*
 - (3) Routine operational or administrative correspondence addressed to the divisions or lower level within the services of the Department of Defense or other Government agencies.
 - (4) The authentication line on cables or dispatches for release by the Director of Logistics.

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OL/EO *pk*

~~ALAN M. WAINFIELD~~
Director of Logistics

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